

Welcome

The Office of Information Management (EH-72) is committed to providing enhanced information proficiency to the staff of the Office of Environment, Safety and Health (EH). As part of its mission, EH-72 has developed the EH Information Technology Program to strengthen the information technology skills of all EH staff.

The EH Information Technology Program emphasizes the development of skills through interactive workshops and seminars designed to help attendees identify and reach the skill levels they need to perform their jobs.

Registration

Workshop spaces are limited, so register early! If a workshop is filled, your name will be placed on a waiting list and we will notify you of your enrollment status. Once you are registered, please let us know as early as possible if you are unable to attend.

Refer to the *Workshop Registration Form* on the reverse side of this brochure for instructions on how to register.

When you complete a workshop, we will notify the Office of Professional Development and Training (EH-74) so that your training record can be updated.

Workshop Descriptions

The following workshops are currently being offered. Please see the *Workshop Calendar* for specific dates and times. If you are interested in project management, desktop publishing, or other workshops not listed in this brochure, call Mary Cunningham at 301-903-2072.

WORKSHOP DESCRIPTIONS

Databases

Lotus Notes 4.5 (Mail) .5 Day

- learn the basics of managing electronic messages, attaching / detaching files, archiving, and arranging your work space

Beginners Access 7.0 2 Days

- learn how to create and manipulate databases, create reports and forms, query, sort, and calculate

Advanced Access 7.0 2 Days

- learn advanced methods of data entry, macros, reports, and queries

Presentations

Beginners Power Point 7.0 1 Day

- learn how to create presentations that include text charts, bar and pie charts, clip-art, and objects

Advanced Power Point 7.0 1 Day

- learn advanced charting options, as well as, how to utilize effective presentation techniques

Spreadsheets

Beginners Excel 7.0 1 Day

- learn how to create and format spreadsheets, enter data and formulas, shortcuts, charting, linking, and more

Intermediate Excel 7.0 1 Day

- learn how to manipulate data in a spreadsheet
- learn to create graphs, link data between files, and use database functions

Advanced Excel 7.0 2 Days

- learn advanced methods of analyzing spreadsheets (i.e., consolidations, creating links, creating outlines, pivot tables, subtotals, query, data tables, rand and percentile, matrices, estimates, group records, etc.)

Windows 95

Upgrade .5 Day

- learn how to transition to the Windows 95 operating system, and how to manage information and organize files to take advantage of its timesaving features

Advanced Topics 1 Day

- work beyond the basics for a better understanding of the 95 system

Word 7.0

Beginners 1 Day

- learn the basic editing techniques and formatting commands necessary to create letters, memos, and simple reports

Intermediate 1 Day

- learn how to use Word's automated features and other popular features and shortcuts (i.e., autotext, tables, calculations in tables, section breaks, columns, bulleted or numbered lists, etc.)

Advanced Word Solutions Workshop .5 Day

- designed for Word users who have specific problems with features in Word (participants are encouraged to bring their problem documents on diskettes)



ES&H Helpline 301-903-8358 • 1-800-473-4375
e-mail: esh-infocenter@eh.doe.gov
ES&H TIS Web Site: <http://tis.eh.doe.gov>

Enrolling for Workshops is as Easy as 1-2-3

1 Consult the Workshop
Calendar for workshop dates
and times.

2 Make a copy of this
registration form.

3 Complete this form and fax to
301-903-0118.

How To Register

Consult the EH Information Technology Program *Workshop Descriptions* and *Workshop Calendar*. If you are unsure of which workshop to select, please call Mary Cunningham at 301-903-2072. To register, complete and fax this form to Mary at 301-903-0118.

Required Information

The registration form **MUST** include your name, telephone number, and organization code. If any form is incomplete, it may delay registration.

Cancellations or Transfers

If you cannot attend a workshop, please notify Mary Cunningham at 301-903-2072 as soon as possible so that your place may be assigned to another person. Workshops may be cancelled due to low enrollment.

This brochure was produced in June 1997.

Workshop Registration Form

Please PRINT or TYPE:

Name: _____ Date: _____

Routing Symbol: _____

Phone: _____

FAX: _____

E-mail address: _____

Workshop: _____

Date: _____ Time: _____

Workshop: _____

Date: _____ Time: _____

Workshop: _____

Date: _____ Time: _____

Workshop: _____

Date: _____ Time: _____

EH Information Technology Program

*Workshops and seminars designed to enhance
the information proficiency of EH staff*

U.S. Department of Energy
Assistant Secretary for Environment,
Safety and Health

U.S. Department of Energy

